

## **MINUTES OF THE STATE PERSONNEL BOARD**

**June 19, 2008**

**Charleston, West Virginia**

The State Personnel Board met on June 19, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, and members, Eugene Stump, Jack Canfield and Sharon Lynch. Absent was member Mark Carbone. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Frank Chambers, Manager of the Applicant Placement Unit of Staffing Services; Mike Campbell, Manager of the Test Construction and Research Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The members of the Board received the minutes from the May 15, 2008 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Ms. Lynch seconded the motion. The Board approved the May 15, 2008 minutes by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF EDUCATION AND THE ARTS**

Division of Rehabilitation Services

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved proposal #2461 designating the Housing Program Unit of the Division of Rehabilitation Services as the organizational unit for a reduction in force due to lack of work. The reduction in force is effective no sooner than the close of business on July 31, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **MARION COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2463 implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal 5% annually. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Marion County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective July 1, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **KANAWHA-CHARLESTON HEALTH DEPARTMENT**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2465 implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal 3% annually with a minimum increase of \$708 per Division of Personnel guidelines. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Kanawha-Charleston Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*.

Mr. Canfield requested that Ms. Lynch amend her original motion and approve the proposal contingent upon receipt of approved minutes from the Kanawha-Charleston Board of Health confirming the vote granting the

salary adjustment. Ms. Lynch agreed to the amended motion and the amended motion passed by unanimous consent. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **MID-OHIO VALLEY HEALTH DEPARTMENT**

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2466 implementing an across-the-board salary adjustment which, when combined with the mandatory across-the-board increase for which the Legislature provided funding, will equal 2.3% annually. The adjustment will apply to all permanent, full-time employees and permanent, part-time employees of the Mid-Ohio Valley Health Department, with a minimum of \$75/month for permanent full-time employees and \$.43 per hour for part time employees in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective July 1, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

#### **PUBLIC EMPLOYEES INSURANCE AGENCY**

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2464 granting a special plan of implementation for current Insurance Assistant employees who are reclassified to the newly established Insurance Assistant 2 classification, in accordance with Section 5.4 (f) 2 c, of the *Division of Personnel Administrative Rule* which allows a special plan of implementation based on recruitment and/or retention difficulties or consideration of equal treatment in terms of pay for reclassified employees. The special plan of implementation grants current employees who are reclassified to the Insurance Assistant 2 classification a 5% salary adjustment. This action is effective July 16, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

#### **OTHER BUSINESS**

Chairman Ferguson requested that the Division of Personnel staff research and report on the existence of a policy regarding vendors using state conference facilities. Otis Cox, Director of Personnel noted that a report would be prepared.

With no further business, the meeting adjourned.

#### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for July 17, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman  
State Personnel Board

Shelly R. Lowery, Secretary  
State Personnel Board